

CENTRE FOR RESEARCH

Maitreyi College, University of Delhi

Guidelines for Annual Research Programme (ARP)

1. Principal investigator (PI)/Co-PI (Faculty members of the college) are to maintain a record of the number of hours the students associated with the projects are devoting to the Project work. At any stage, if a student is not particularly involved, she may be removed from the project after informing the Centre for Research via email.
2. PIs are encouraged to include an mentor in their projects with expertise in the same field for more elaborate discussions and exposure to the students. Mentors should preferably be from universities, in India or abroad
3. Regular interactive sessions of students with mentors are to be organized by PI. All such records need to be submitted at the end of the Project. At least 4 such interactions with advisors is mandatory.
4. The PI/Co-PI should ensure that the expenditure does not exceed the approved amount. In case additional funds are required, PI/Co-PI may send a letter of request with justifications for the same.
5. Consumables/ chemicals should be procured only from the GEM portal. If not available on GEM portal they can be purchased from the vendors having rate contract with the University and proper bills with GST would be submitted to the Centre for Research by the PI/Co-PI for reimbursement. Bills of online purchases would not be reimbursed.
6. In case their budget exceeds the approved amount, they may use regular chemicals from laboratories. For this, they will submit the list of their requirements to the Centre for Research. The list would then be forwarded to the teacher-in-charges of the respective Departments for the smooth conduct of the projects.
7. The payment for services in other laboratories is to be included in the approved amount. Proper bills with GST are to be submitted to the Centre for Research. No additional amount would be sanctioned for services procured.
8. The Centre for Research would reimburse proper bills with GST. The approved amount or the amount of bills whichever is less would be reimbursed.
9. All instruments procured from the project grant would be the property of CFR and upon completion of the project, they have to be returned. A proper asset register is to be maintained, mentioning the equipment, make of equipment, price and date of purchase. The asset register is to be submitted to CFR along with a complete project report for project completion certificate.
10. Bills of the photocopier facility in Maitreyi College and the book shop in Maitreyi College will be admissible.
11. Traveling for the purpose of Research work would be reimbursed subject to the following conditions:

- a. Only travel by students would be reimbursed
 - b. Travel should be by metro, autorickshaw, buses, or shared cabs, or travel by sleeper class in train.
 - c. The bills of the students are to be verified by the PI/Co-PI. PI/Co-PI are to maintain the accounts in a register that needs to be submitted at the end of the project for project completion certificate.
12. A mid-term report is to be submitted along with bills on the dates that would be notified. The report would be reviewed by experts.
 13. Efforts are to be made to present the work at National and International conferences/seminars. Also, efforts are to be made to publish the work in peer reviewed journals. All such works must acknowledge Centre for Research, Maitreyi College.
 14. The registration fees of students and PI-s/Co-PIs in conferences and seminars may be submitted for reimbursement provided it does not exceed the approved budget
 15. At the end of the project, the work has to be presented in front of a panel of experts. Each student associated with the project and the PI/Co-PI would receive a certificate for the annual project.
 16. PI/Co-PI have to ensure the safety of students involved in projects in the laboratories and fieldwork, whichever is applicable.
 17. For interdisciplinary projects, or projects involving two or more investigators, the contribution of each has to be mentioned while submitting the Project report.

Coordinator

(Prof. Haritma Chopra)

Dated: